



American Consulate General, Chennai

Chennai
October 31, 2003

SUBJECT: VACANCY ANNOUNCEMENT FOR INDIAN AND OTHER NATIONALITIES

ANNOUNCEMENT NUMBER: CHE-PSAP-04-003

OPEN TO: All Interested Candidates

POSITION: Visa Clerk , MLA-312034 & MLA-312035

OPENING DATE: October 31, 2003

CLOSING DATE: November 14, 2003

WORK HOURS: 40 hours/week

SALARY: EFM/MOH/NOR: Grade: FP-AA*
Ordinarily Resident: Grade: FSN-4*

*Starting salary and grade will be determined on the basis of qualifications, experience and/or highest previous salary.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate, Chennai is seeking individuals for **two** positions of Visa Clerk in the Consular Section.

BASIC FUNCTION OF POSITION

Performs routine and repetitive clerical tasks pertaining to Non-Immigrant Visa services.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of secondary school is required.
- One year of office clerical work involving non-substantive public contact or similar experience is required.

- General professional proficiency (Level III in speaking, Level III in reading) in English is required. General professional proficiency in two of the six other languages – Tamil, Telugu, Malayalam, Kannada, Hindi, Urdu (level III in speaking & reading) is required.
- Knowledge of the general principles of filing, general office procedures and computer-based data management is required.
- Ability to function honestly and effectively and to exercise good judgment in a high-pressure environment.
- Ability to read and understand specific guidance to apply it correctly and good judgment in referring cases to higher authority when necessary.
- Ability to filing alphabetically & chronologically is required.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01, available on website
<http://chennai.usconsulate.gov/wwwhhumres.html>
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General

Attention: Mr. Charles C. Schenck

Management Office

220 Anna Salai

Chennai 600 006

POINT OF CONTACT

Vijaya Mahesh

Telephone: 2811-2000

FAX: 2811-2022

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB November 14, 2003

An Equal Opportunity Employer